

A Guide to Edina's Street Reconstruction Process

Edina's Vision 20/20 calls for Edina to be the preeminent place for living, learning, raising families and doing business as distinguished by five objectives, including a sound public infrastructure. A sound public infrastructure encourages a stable private infrastructure, leading to an enhancement of the sense of quality that Edina has and will enjoy.



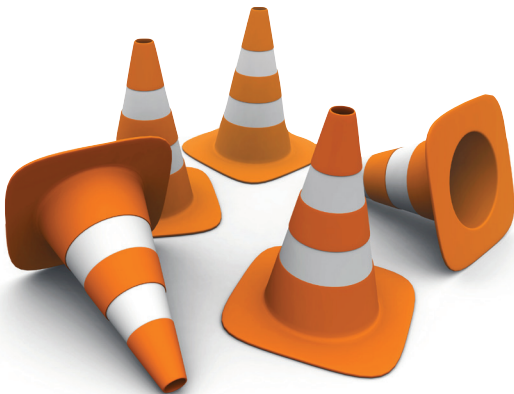
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The City of Edina prioritizes neighborhood streets and utilities for reconstruction in conjunction with the five-year Capital Improvement Plan approved by Council.

This “Guide to Edina’s Street Reconstruction Process” explains:

- How are streets selected for reconstruction?
- Who selects the neighborhood streets for reconstruction?
- How can I petition the City Council for neighborhood streets reconstruction?
- What happens after the streets are selected?
- How are the residents notified of the neighborhood streets reconstruction?
- Who funds the project?
- What do my taxes pay for?
- What other costs are associated with neighborhood street reconstruction?
- When do I pay the special assessment for the project?
- How do I pay the special assessment?
- How will staff communicate with property owners?
- How can I give input and stay informed?
- What can I expect during construction?
- What can I do to prepare for the project?



TYPICAL TIMELINE

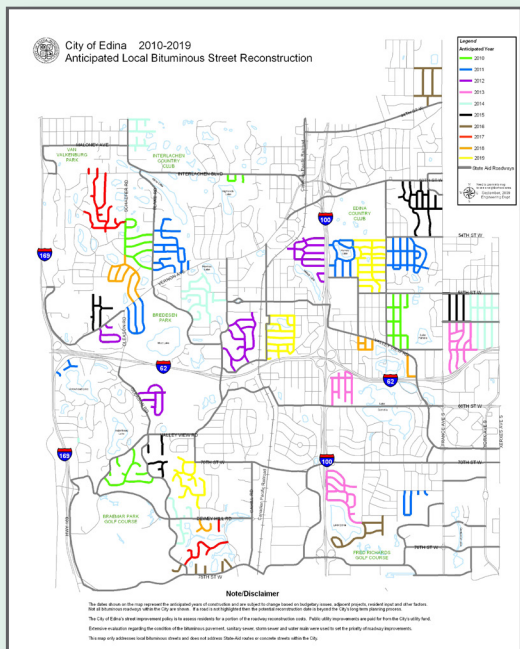
August	Kick-off Informational Letter to residents
Mid-September	Open House (for preceding two years)
Mid-October / November	Neighborhood Informational Meeting
December	Feasibility Report/Public Hearing
January / February/ March	Plan/Preparation/Bidding
April / May	Construction starts
October / November	Construction finishes
Spring	Warranty work
Summer / Fall	Final Assessment Hearing

How are Streets Selected for Reconstruction?

All City streets that are not built to current standards (including concrete curb and gutter) will be subject to major rehabilitation at some time during the life of the streets. Priority is given to streets or groupings of streets that have the highest need.

Streets are prioritized based on the Pavement Condition Index (PCI), water main/service breaks, storm sewer/drainage and sanitary sewer deficiencies. Repairing streets with low PCI ratings using standard maintenance procedures such as patching, crack-sealing and seal-coating is very expensive and ineffective on a long-term basis. Reconstruction is usually the most cost-effective solution. Streets are grouped together in neighborhoods for major reconstruction and future maintenance measures to help prolong the life of the pavement and to maximize the economics of construction.

A map showing anticipated street reconstruction for approximately 10 years can be viewed at www.CityofEdina.com/ConstructionProjects. Please be aware that the dates shown on the map represent the anticipated years of construction and are subject to change based on budgetary constraints, adjacent projects, residents' input and other factors.



Who selects the neighborhood streets for reconstruction?

The City's Engineering Department determines which neighborhood streets have the highest priority based on good engineering judgment. Residents can petition the City Council to have their streets reconstructed sooner if they so desire.

How can I petition the City Council for Neighborhood Street Reconstruction?

Residents can petition the City Council to conduct a feasibility report for neighborhood street reconstruction. Residents are responsible for collecting signatures from as many adjoining property owners using the official petition form, which is available from the City Clerk's office, the Engineering Department or at www.CityofEdina.com. When the completed petition is returned, it is considered by City Council and may be referred to the Engineering Department for a feasibility study.

What Happens After the Streets are Selected?

Infrastructure improvements, including streets and utilities, are approved by Council in the 5-year Capital Improvement Plan (CIP), and each year a specific dollar amount is approved for these improvements. Whether petitioned by residents or staff initiated, under the authority granted by Minnesota Statutes, Chapter 429, staff begins the process of determining the feasibility of the project.



The following is a typical outline of the process from start to end:

1. Staff performs preliminary design work including evaluation of the neighborhood's utility infrastructure (concrete curb and gutter, water main, storm and sanitary sewer), street-lighting system and pedestrian accessibility (sidewalks).
2. A neighborhood information meeting is held to discuss the issues listed above, including traffic management issues.
3. Staff completes the feasibility study.
4. Public hearing is held and residents are notified per State Law.
5. Council hears proposed project and decides on the issue. Residents can speak publicly (on record) regarding the project.

If Council orders the project:

6. Construction documents are drafted, project is publicly advertised and bids are accepted.
7. Council awards the project to the lowest bidder.
8. Construction begins.
9. Final assessment hearing is held after project completion and final costs are known.

The typical process from start to finish is one to two years.

How Are Residents Notified of the Neighborhood Streets Reconstruction?

Residents will first be notified one to two years in advance of their project through an invitation to an open house. After the open house, a questionnaire will be mailed, asking for information relating to the proposed project. Once this information is gathered, an invitation to a neighborhood informational meeting will be sent. Included in this notice will be the estimated special assessment to each property owner, along with important dates such as the public hearing. The first open house, along with the neighborhood meeting, will allow residents to start discussing the project and to ask questions. **However, please do not feel that you must wait for the open house to have your question or concern answered. You are welcome to call or visit the Engineering office at any-time.**

Using the information gathered, staff completes the feasibility report to present to the City Council at a public hearing. At least 10 days before the public hearing, property owners along the streets being considered for reconstruction are notified. At the public hearing, staff provides the City Council and property owners with the findings of the feasibility report, which includes information about preliminary design, estimated project costs, and preliminary special assessment (all of which is discussed with residents during the informational meeting(s).) Property owners have the opportunity to address the City Council either in writing or in person at the public hearing. After the public hearing is closed, the City Council votes to determine whether or not the project goes forward.

Who Funds the Project?

The project is paid for by special assessment to property owners and the respective utility funds. Special assessments are based on the concept that when land is benefited from a particular improvement, a portion of the costs of the improvement should be levied against those properties to finance such improvements.

Special assessments typically include the roadway surface, decorative streetlights, sidewalks, traffic-calming measures and landscaping. Curb and gutters are funded through the Utilities Fund.

See the Special Assessment Policy at www.CityofEdina.com/SpecialAssessment. Property owners are not assessed for ongoing maintenance (sealing coating, etc.) needed to prolong the life of a street.

What Do My Taxes Pay For?

It is typical for residents to ask “what do my taxes pay for?” Approximately 20 percent of your property tax goes to the City of Edina for expenses related to police, fire, parks and public works for snowplowing, pothole repairs, sealcoating, and other street maintenance. **Your taxes do not pay for street reconstruction.**

What other Costs are Associated with a Neighborhood Streets Reconstruction?

All of the utility work (concrete curb and gutter, sanitary and storm sewer, and water main) is done at no direct cost to the property owner. These costs are paid from the respective utility funds.

During project design, the City encourages each private utility company (gas, electric, telephone and cable TV) to upgrade or



repair its utilities within the streets along the project area. This approach helps reduce street excavations and disturbances to the neighborhood in the future.

If you’ve ever considered burying your private overhead utility lines, this is an opportune time to do so. If you are interested, please contact the Engineering Department and we will give you contact information for the respective private utility company.

When Do I Pay The Special Assessment For the Project?

A final assessment hearing is typically held one year after the completion of the project. The one-year timeframe is necessary to allow time for warranty work and final payment to close out the project. You will be notified of the final assessment hearing at least 14-days prior to the final assessment hearing.

How Do I Pay the Special Assessment Payment?

Special Assessment payments are due Nov. 29 of the calendar year in which it is levied. There are four ways to pay the special assessment:*

1. Pay the entire balance by Nov. 29 and avoid finance charges.
2. A minimum partial payment of 25 percent is allowed. The balance will automatically be certified to Hennepin County and be payable over the next 10 years on the same schedule as your property taxes, plus finance charges.
3. Have the entire special assessment certified to Hennepin County and make annual payments over the next 10 years on the same schedule as your property taxes, plus interest. This option will be done automatically if you do nothing by Nov. 29.
4. Deferral on Special Assessment of Homesteads Owned By Persons 65 Years Of Age Or Older. Under provisions of Minnesota Statutes Section 435.193 to 435.195 the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. The procedures to apply for such deferment are available from the Assessor's office. Deferment applications must be filed with the Assessor's office by Nov. 15. See <http://www.CityofEdina.com/Departments/AssessingDeferrals.htm> for complete detail.

Property owners who elect option 2 or 3 may pay off the assessment during any year by paying the remaining principal amount and finance charges (interest) to the City by the close of business on Nov. 15*.

**If this is a weekend day, payments are due by the close of business the last business day prior to this date.*

How Will Staff Communicate with Property Owners?



Letters via Regular Mail

Staff will send an informational letter to property owners in the neighborhoods whose streets may be reconstructed the next two consecutive years (e.g., 2011 and 2012). Other letters will be sent out as necessary informing you of project plans and schedules, open house(s) and public hearing(s). Once construction is underway, you will receive construction update letters via mail.



Edina Sun-Current

Public hearings will be published in the *Edina Sun-Current*. The *Edina Sun-Current* is published every Thursday.



Resident Questionnaires

During the feasibility phase, staff may need to gather residents' input to help formulate a decision. This may be in the area of style of lighting for the neighborhood, etc.



"City Extra" Email

This service is free and allows individuals to sign up to receive email messages from the City on a variety of topics. We use this email to send out weekly construction updates.

To sign up for the service, go to the City Extra website at <http://cityextra.cityofedina.com> and place a check mark in the box next to your neighborhood's project name. Please contact the City at **952-927-8861** if you have trouble signing up for City Extra.



Hand-delivered letters

Letters may be hand-delivered to inform you of a time-sensitive event such as water shut-off the next morning.

How Can I Give Input and Stay Informed?

**Visit our website on a regular basis,
www.CityofEdina.com.**

All the information that is mailed and discussed at the open houses, informational meetings and public hearings is archived under the neighborhood's project name on the Engineering Department's webpage.

Send an email

edinamail@ci.edina.mn.us

Call us

If you cannot find what you're looking for on the website, call us at 952-826-0371, between 7 a.m. and 3:30 p.m.

Drop in

You can drop in at any time Monday through Friday between 7 a.m. and 3:30 p.m. We are located at 7450 Metro Blvd.

Schedule an appointment

If you believe your question or concern will take more than just a few minutes, it is advisable to call and schedule a meeting with the appropriate staff, 952-826-0371.

What Can I Expect During Construction?

Communication

Once construction begins, you will receive a monthly construction update letter via regular mail and weekly construction updates via email through City Extra. We strongly encourage everyone to sign up for City Extra, as this method of communicating will be utilized most often. The utility companies (gas, electric, cable, telephone) will be in the neighborhood first, upgrading their utilities as they deem necessary. They are required to notify you of their start date.

Construction Activities

As the work progresses, it may be dusty, muddy, noisy and inconvenient; however, we do have requirements to deal with the nuisances. For example, watering trucks will be available to keep the dust down and the contractor must adhere to the City's noise ordinance. You may be asked to limit your water use and flushing of the toilet while the sanitary sewer is being repaired. You may be connected to temporary water in a hose that





will run on the boulevard or have temporary water shut-offs while the water main is being repaired. Your irrigation and pet containment system may be damaged if they are located in the City's right-of-way. They will be restored only if you indicate that you have these systems on your returned questionnaires. You may not be able to access your driveway for up to seven days and the roadway for a few hours up to a few days while certain compounds are curing; however, the contractor will accommodate those with special needs.

You will receive advance notices of these occurrences so that you can plan accordingly; however, while we try to give advance notices, there are instances that limit how much notice we can provide. One such instance may be an accidental water main break that interrupts your water service. Weather is also a factor that could change plans with limited notification.

Landscaping in Boulevards

Prior to construction, property owners will be given an opportunity to remove plantings and other landscaping items from the boulevard. All boulevard areas will be restored with grass regardless of previous plantings or landscaping items.



Street without curb and gutter

Construction typically starts in May, depending on our fickle weather, and runs through October or November. Once the work is completed, some items are warranted until the following spring. Sod, for example, is planted in the fall and property owners are given detailed instructions how to water it. If the sod does not make it through the warranty period, the company will replace it. **If the sod dies after the warranty period, it is your responsibility to replace the dead sod.** You will be notified via regular mail of the sod warranty expiration.

This is typically about six weeks.



Street with curb and gutter

What Can I Do to Prepare for the Project?

- Ask questions; inform staff of your concerns.
- Complete questionnaires to provide feedback.
- Sign-up for City Extra.
- Coordinate landscaping, driveway replacement and house remodeling projects with the reconstruction schedule.
- Begin financial planning for the assessment.

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